

## Checklist for Enhancement Grant Application

Use this checklist before mailing your application to ensure that you have included all of the following documents. **Please include a copy of this completed checklist with your application package.**

- ☐ Face Sheet
- ☐ Enhancement Grant Information Form
- ☐ Application Checklist
- ☐ Abstract
- ☐ Narrative (eight pages maximum)
- ☐ Project Budget
  - ☐ Detailed Budget
  - ☐ Summary Budget
  - ☐ Budget Justification
- ☐ Copy of current, federally negotiated indirect cost rate agreement or indirect cost rate proposal, if applicable
- ☐ Specifications for Projects That Develop Digital Products, if applicable
- ☐ Schedule of Completion
- ☐ Three-Year Plan for 2007–2009
- ☐ Attachments (e.g., resumes, position descriptions, assessments, letters of support)
- ☐ Original and **TEN** copies of the complete application package
- ☐ Two additional copies of the Face Sheet and Enhancement Grant Information form
- ☐ 3.5-inch disk or CD (containing electronic copy of the Face Sheet, Enhancement Grant Information Form, Abstract, and Narrative)